

AMMINISTRAZIONE CENTRALE
AREA RISORSE UMANE
UFFICIO PERSONALE TECNICO AMMINISTRATIVO



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

SELECTION ANNOUNCEMENT NO. 2024T1

BY EXAMINATIONS, TO RECRUIT NO. 1 LEVEL II RESEARCH TECHNOLOGIST (FINANCIAL POSITION "D3") ON A FULL-TIME FIXED-TERM CONTRACT, FOR NO. 36 MONTHS, PURSUANT TO ART. 24-BIS OF LAW NO. 240 OF 30.12.2010, AND TO THE NATIONAL COLLECTIVE BARGAINING AGREEMENT OF 19.04.2018, AT THE DEPARTMENT OF CARDIAC, THORACIC, VASCULAR SCIENCES AND PUBLIC HEALTH.

By implementing Art. 24-bis of Law no. 240 of 30.12.2010 and the National Collective Bargaining Agreement of 19.04.2018, the University of Padua plans to recruit Level II research technologist (financial position "D3") by examinations on a full-time fixed-term contract, for no. 36 months, at the Department of Cardiac, Thoracic, Vascular Sciences and Public Health, to provide technical-administrative support for the Research Project "*Morphological, molecular and immunohistochemical analyses in clinical and experimental tissue samples showing non-neoplastic and/or neoplastic lesions*".

The Technologist will then be called to carry out the following **activities**:

- support to activities of setting up and updating databases related to research projects in REDcap platform or Excel
- support to research project management according to the latest ISO9001 quality certification regulations
- support to management of tissue and cytological samples, storage in the Thoracic Biobank and quality monitoring
- extraction of nucleic acids (DNA and RNA) from fresh, formalin-fixed and paraffin-embedded and frozen samples, evaluation of their quality and quantity with Qubit (Thermo Fisher) and Tape Station Bioanalyzer (Agilent)
- cell-free DNA studies
- molecular analysis on nucleic acids (Real-Time PCR, Next Generation Sequencing)
- microtome cutting, laser microdissection and immunohistochemistry
- training and support for users (example: researchers) in the application of biobanking techniques and on the development of molecular analysis protocols with exercises directed at evaluating the performance of the entire operational process addressing quality certification standards.

The aforementioned activities require the following **professional skills, knowledge and competences**:

- knowledge, including by experience of:
 - technical collaboration related to clinical and experimental research activities, particularly those focused on handling histological preparations and cytological specimens
 - nucleic acid extraction from archival material (formalin-fixed and paraffin-embedded specimens), including aimed at performing Next Generation Sequencing, Real-Time PCR and transcriptomics (RNA-seq) methods
 - independently conduct immunohistochemistry and molecular analyses (especially Next Generation Sequencing and Real-Time PCR), as well as cell-free DNA studies
 - ISO9001 quality certification
 - working in a team of technicians

- knowledge of laser microdissection
- knowledge of the main IT tools, especially the REDcap platform
- knowledge of the English language ("B2" level)
- user orientation, both "internal" (teachers, researchers, PhD students) and "external", also of an international type
- ability to autonomously organize one's work in compliance with set deadlines
- aptitude for teamwork
- problem solving skills.

Admission requirements

Candidates must have the following requirements by the selection announcement deadline:

- **academic qualifications:**

- a first-cycle degree (*Laurea Triennale*) (ex D.M. 270/2004), in class: L-2 Biotechnologies, L-13 Biology, L-32 Environmental sciences,
or a first-cycle degree (*Laurea Triennale*) (ex D.M. 509/1999) recognised as the equivalent by D.I. 09.07.2009, in class: 01 - Biotechnologies, 12 - Biology, 27 - Environmental sciences,
or an Italian University Diploma ex D.P.R. n. 162/1982, recognised as the equivalent by D.I. 11.11.2011: *Tecnico in biotecnologie, Tecnico specialista in impianti biotecnologici*,
or an Italian University Diploma (ex Law 341/1990) recognised as the equivalent by D.I. 11.11.2011: *Analisi chimico-biologiche, Biologia, Biotecnologie agro-industriali, Biotecnologie industriali, Coordinamento per le attività di protezione civile, Tecnico dello sviluppo ecocompatibile, Tecnici in biotecnologie, Tecnico di misure ambientali, Scienze ambientali, Valutazione e controllo ambientale*.
or an Italian University Diploma (ex Law 341/1990) recognised as the equivalent by D.I. 08.01.2013: *Operatore tecnico ambientale*;
- a second-cycle degree (*Laurea Magistrale*) (ex D.M. 270/2004) in class: LM-6 Biology, LM-7 Agricultural biotechnologies, LM-8 Industrial Biotechnologies, LM-9 Pharmaceutical, Veterinary and Medical biotechnologies, LM-61 Nutrition, LM-75 Environmental and land sciences,
or a second-cycle degree (*Laurea Specialistica*) (ex D.M. 509/1999) recognised as the equivalent by D.I. 09.07.2009 in class: 6/S Biology, 7/S Agricultural biotechnologies, 8/S Industrial biotechnologies, 9/S Pharmaceutical, veterinary and medical biotechnologies, 69/S Nutrition and health sciences, 82/S Environmental and land sciences and technology,
or a degree (*Diploma di Laurea V.O.*) (prior to D.M. 509/1999) recognised as the equivalent by D.I. 09.07.2009 in: *Scienze biologiche, Biotecnologie agro-industriali, Biotecnologie indirizzo Biotecnologie agrarie vegetali, Biotecnologie indirizzo Biotecnologie farmaceutiche, Biotecnologie indirizzo Biotecnologie industriali, Biotecnologie indirizzo Biotecnologie mediche, Biotecnologie indirizzo Biotecnologie veterinarie, Scienze ambientali*.

It is specified that:

Candidates **holding a foreign degree** may take part in the selection only:

- if they hold a **declaration of equivalence issued by an Italian University**
- or after completing a degree-equivalency process pursuant to Art. 38, paragraph 3 of Legislative Decree DL 165/2001. Candidates are conditionally admitted to the selection procedure if the

equivalency process is underway, but no final decision has been reached. They must have had their degree recognised as the equivalent of an Italian degree by the time they are recruited.

The degree-equivalency process must be started before the selection-announcement deadline, otherwise the candidate will be excluded from the selection procedure. Candidates must inform the procedure manager that they have applied for degree equivalency.

Pursuant to decreto-legge (decree-law) no. 228 of 30 December 2021, **the Public Function Department will conclude the recognition procedure only with regard to the successful candidates, who have the obligation, under penalty of forfeiture, to notify the Italian Ministry for Universities and Research (MUR) of the publication of the ranking list within 15 days.**

The degree-equivalency application form is available at:

<http://www.funzionepubblica.gov.it/strumenti-e-controlli/modulistica>;

- **specific professional qualification pertinent to the research:**
 - **documented professional experience, at least one year, in research fields working in the context of next-generation molecular analysis (including omic analyses) on either fresh or archival biological material (tissue and cytological samples);**
- Italian citizenship (Italians who are not citizens of the Republic of Italy have the same rights as Italian nationals), or citizenship of an EU Member State. Following implementation of Art. 7 of Law 97/2013, the following may also apply for the selection procedure: family of citizens from an EU Member State who do not have citizenship of an EU Member State, but do have the right of residence, or the permanent right of residence; and third-country nationals with a long-term EU permit of stay, with refugee status, or with subsidiary protection status;
- candidates with full political rights;
- candidates who are physically suitable for the position.

Non-Italian nationals are required to:

- have full civil and political rights in their country of origin;
- fulfil the same requirements as Italian nationals, but do not need Italian citizenship;
- have a good knowledge of Italian.

Those who have been excluded from the exercise of active electoral rights, as well as those who have been dismissed or excluded from employment with a public administration due to persistent inadequate performance, pursuant to Article 2, paragraph 7 of D.P.R. (Presidential Decree) no. 487/1994, in accordance with sectoral regulations, or removed for the same reasons or for disciplinary reasons pursuant to legal or contractual regulations in force, or declared disqualified for having obtained the appointment or employment by producing false documents or documents affected by irremediable nullity, as well as those who have been convicted of offences constituting an impediment to employment in a public administration, are not eligible for selection.

Application form

The application form and appendices for this selection announcement **must be submitted online** with the Pica platform at: <https://pica.cineca.it/unipd/tipologia/pta>.

To apply online, candidates must have a valid email address so that they can register with the system. They must also provide all of the information needed to complete the application and attach the required documents in electronic form.

The system allows the application to be saved in draft form until the submission deadline. The online application procedure and submission must be completed by **2 pm of the 15th day, when the selection announcement closes.**

The system will certify the date that the online application form is submitted by emailing candidates an automatic receipt. Once the submission deadline has expired, the system will shut down access and applications can no longer be sent.

If necessary, a submitted application form can be withdrawn and another one submitted **before the application deadline (2:00 p.m. of the fifteenth day).**

Each application will be given an identification number which must be included in any correspondence, along with the selection announcement code stated in the online procedure. Candidates must complete each and every part of the application form in accordance with the online instructions. In case of access through SPID, no signature will be required when submitting the application. In case of accessing the system by another mode, the application is to be completed as follows:

- with a digital signature using a smart card, USB token or remote signature that enables the user to sign documents with signature software. Alternatively, a web portal may be used to provide a certified remote signature. Candidates with a smart card or USB token for digital signing can check for compatibility with the server's digital-signing system. If compatible, the user may sign the application on the server;
- candidates who do not have compatible digital-signing devices and users of remote digital signatures without web portal access for signing documents will have to save a system-generated pdf file on their computer. After which, they must not edit the file and e-sign it in CAdES format. A file with a p7m extension will be generated and uploaded into the system. If the file is edited before the e-signature is applied, the system will be unable to verify whether the content of this document matches the original. If this occurs, the application will be rejected;
- If none of the aforementioned options are available:
print and hand-sign the application form, then upload **a scanned copy along with a scanned form of identification. Candidates not providing identification may be excluded from the selection procedure.**

The system may be momentarily offline for technical reasons.

Non-Italian candidates are to submit their application form as per the methods and deadlines stated in this application procedure.

Documents must be in a static, non-editable format and must not contain executable codes or macro-instructions. PDF is the preferred format. Documents must not exceed 30 MB.

The University of Padua is not liable for undelivered correspondence should candidates not provide a complete address, or when late or no notification is provided should the address on the application form change. Nor is it liable for problems caused by third parties, misfortune or force majeure.

For additional information or queries about the application procedure, please contact the Technical and Administrative Personnel office on +39 049 827 3159 - 3494 between 9 am and 1 pm.

For technical problems only, contact the following link at home page PICA CINECA [supporto](#).

Candidates must state under their own responsibility their surname and first name, their date and place of birth, their permanent address, any telephone number, any criminal convictions and pending criminal procedures, that they enjoy full political rights, a detailed statement they meet the aforementioned requirements, and the exact contact address for any correspondence.

Pursuant to Article 16 of Legge (Law) no. 68/1999 and Article 20 of Legge (Law) no. 104/1992, applicants must make an explicit request concerning the assistance they require and the possible need for additional time to complete the tests. To this end, candidates must enclose with their application to participate in the selection procedure a suitable certification issued by the appropriate Public Medical Board, to enable the Administration to prepare in good time the means and tools needed to ensure regular participation in the selection procedure.

Pursuant to Legge (Law) no. 170/2010, as amended and supplemented, candidates with specific learning disorders (SLD) may ask the Committee to have the written test replaced by an interview, or to make use of any technical aids to compensate for reading, writing and calculation difficulties, in order to take the aforementioned tests, as well as to make use of additional time not exceeding 50% of the time allocated for the test.

The request must be prepared following the instructions available in the online application procedure.

The adoption of the above measures will be determined at the sole discretion of the Selection Committee, based on the documentation provided by the candidate in the application.

Candidates are admitted to the selection procedure conditionally. Should any of the requirements not be met, candidates may be excluded from the selection procedure at any moment, even after they have taken the tests.

Selection

Candidates are selected by examinations.

A total of 60 points are awarded for examinations. They are divided as follows:

- 30 points for written test;
- 30 points for oral examination.

Examinations

Examinations will comprise a written test and an oral examination.

- **The written test** will focus on the following topics:
 - functions and utilities of the REDcap application
 - ISO 9000 series regulations
 - procedures for storage and maintenance of biological samples in a thoracic biobank
 - principles and procedures of nucleic acid extraction (DNA, RNA, cfDNA) from fresh, formalin-fixed and paraffin-embedded samples and their applications
 - principles and procedures of laser microdissection and its applications
 - principles and procedures of molecular analysis (Real-Time PCR, Next Generation Sequencing) and their applications
 - basic notions and procedures of immunohistochemistry and their applications.

- **The oral examination** will focus on the following topics:
 - functions and utilities of the REDcap application
 - ISO 9000 series regulations
 - procedures for storage and maintenance of biological samples in a thoracic biobank
 - principles and procedures of nucleic acid extraction (DNA, RNA, cfDNA) from fresh, formalin-fixed and paraffin-embedded samples and their applications
 - principles and procedures of laser microdissection and its applications
 - principles and procedures of molecular analysis (Real-Time PCR, Next Generation Sequencing) and their applications
 - basic notions and procedures of immunohistochemistry and their applications.
 - work in a team of technicians.

The possession of the knowledge of the English language (European Framework of Reference for Languages level “B2”) will be tested during the oral examination.

Examinations will take place at the following times and venues. No further notice will be given:

- **the written test:** on **20th February 2024, at 9.00 a.m.**, at the “Aula “Didattica” – Palazzo Storione, Riviera Tito Livio n. 6, Padova;
- **the oral examination:** on **22nd February 2024, at 9:00 a.m.**, at the Aula “Biblioteca di Anatomia Patologica”, Via Gabelli n. 61, Padova.

Publication of this calendar is considered to be notification.

Candidates who are unable to comply with the aforementioned schedule due to pregnancy or breastfeeding will be entitled to participate in the examinations, also by holding asynchronous tests and, in any case, appropriate spaces will be made available to allow for breastfeeding.

Wherever possible, the candidates concerned will promptly notify the Director of the Student Services Office, so that the Administration can plan in good time how and when to ensure regular participation in the examinations.

Approved candidates must come on the date and at the time communicated. No further notice will be given.

Candidates must show a valid ID document before being admitted to the examinations.

Any candidates not coming to the examinations will be deemed to have waived their place, regardless of the reason.

The examinations pass mark is 21/30 (7/10).

The list of candidates admitted to oral examinations will be published, with their scores for the written test, on the noticeboard of the Department of Cardiac, Thoracic, Vascular Sciences and Public Health, Via Giustiniani n. 2, Padova and posted on the University of Padova website at <https://www.unipd.it/selezione-2024T1>.

All Commission sessions during the oral examination are public. At the end of each daily examination session, the Commission will draw up a list of the candidates assessed with a score for those who have passed the examination. This list will be posted on the noticeboard of the Department of Cardiac, Thoracic, Vascular

Sciences and Public Health, Via Giustiniani n. 2, Padova, and on the University of Padova website at <https://www.unipd.it/selezione-2024T1>.

Candidates can access the list with a personal password provided to all selection participants.

Overall ranking

The final score is calculated by adding up the score for the written test and the score for the oral examination.

The categories of citizens who have a preference, merit being equal, are:

- a) recipients of military and civil valour medals, if they have left the service;
- b) amputees and invalids for service in the public and private sectors;
- c) orphans of the fallen and children of the mutilated, disabled and permanently incapacitated for work due to service in the public and private sectors, including the children of health professionals, social workers and socio-medical workers who died as a result of the Cov-2 Sars infection contracted when exercising their activity;
- d) those who have performed meritorious service in any capacity whatsoever for not less than one year in the administration holding the competition, where they have no other preferential qualification by reason of their service;
- e) higher number of dependent children;
- f) invalids and civilian amputees who do not fall under (b);
- g) military volunteers of the Armed Forces who were not dishonourably discharged at the end of the regular or extended period of military service
- h) athletes who have sporting employment relationships with military sports groups and the civil corps of the State;
- i) people who have successfully completed the further improvement period at the process office pursuant to Article 50, paragraph 1-quater, of decreto-legge (Decree-Law) no. 90 of 24 June 2014, converted, with amendments, by legge (Law) no. 114 of 11 August 2014;
- l) people who have successfully completed the traineeship at the judicial offices pursuant to Article 37, paragraph 11, of decreto-legge (Decree-Law) no. 98 of 6 July 2011, converted, with amendments, by legge (Law) no. 111 of 15 July 2011, while not being part of the process office, pursuant to Article 50, paragraph 1-quinques, of decreto-legge (Decree-Law) no. 90 of 24 June 2014, converted, with amendments, by legge (Law) no. 114 of 11 August 2014;
- m) people who have successfully completed the internship at judicial offices pursuant to Article 73, paragraph 14, of decreto-legge (Decree-Law) no. 69 of 21 June 2013, converted, with amendments, by legge (Law) no. 98 of 9 August 2013;
- n) people who hold or have held collaboration assignments given by ANPAL Servizi S.p.A., in implementation of the provisions of Article 12, paragraph 3, of decreto-legge (Decree-Law) no. 4 of 28 January 2019, converted, with amendments, by legge (Law) no. 26 of 28 March 2019;
- o) minors.

Pursuant to Article 3, paragraph 4, of DPR (Presidential Decree) no. 487/1994, as amended by DPR (Presidential Decree) no. 82/2023, which states that notices of competition shall take into account the gender representativeness referred to in Article 6, as at 31.12.2023, the percentage of representativeness of the male gender is 52.9%, while that of the female gender is 47.1%, and therefore the gender differential is 5,9%, i.e. not more than 30%.

The overall ranking will be published in the University of Padova Official Register. Any appeals may be filed the day after the ranking is published.

The overall ranking is effective immediately.

The winner is entitled to the gross annual salary for the D category, financial position D3, as per the University section of the current National Collective Bargaining Agreement (C.C.N.L. *Comparto "Istruzione e Ricerca"*), as well as to an additional quota as specified in the "University Regulations for Recruiting and Regulating 'Fixed-term Research Technologists', in accordance with Art. 24-*bis* of Law no. 240 of 30 December 2010." The salary will be paid into a bank or post-office account only.

The administration may decide not to draw up the agreement should there cease to be the need, opportunity or resources to proceed.

The ranking is valid for three years from its publication date and may be used to recruit additional fixed-term technologists with the same profile and level. All other aspects of employment will depend on the University's specific needs.

Anything not stated above is covered by the "University Regulations for Recruiting and Regulating 'Fixed-term Research Technologists', in accordance with Art. 24-*bis* of Law no. 240 of 30 December 2010", available at: <http://www.unipd.it> (see "*Statuto e Regolamenti*").

Pursuant to Law no. 241 of 7th August 1990, the selection-procedure manager is Cristian Poletti - *Ufficio personale tecnico amministrativo*, Riviera Tito Livio, 6, Padua, Italy.

The Technical-Administrative Staff office (*Ufficio personale tecnico amministrativo*) is open to the public at the following times:

From Monday to Friday from 10:00 a.m. to 1 p.m., and on Tuesday and Thursday from 3:00 p.m. to 4:30 p.m..

Tel. 049 827 3155 - 3159 - 3494

e-mail: reclutamento.pta@unipd.it

NB: This selection announcement has been translated into English for publication purposes only. The Italian version is valid for all legal purposes and for the resolution of any disputes.

Padua

The Director-General
Alberto Scuttari
digital signature (ex Legislative Decree 82/2005)

Selection-procedure Manager	Department Manager
Cristian Poletti	Tommaso Meacci